

CERTIFICATE OF COMPLETION

PRESENTED TO

CRYSTAL L. LAX

Has successfully completed a training course

PARALEGAL

at

KODC COLLEGE

8545 Wilshire Blvd., Suite 400

Los Angeles, CA 90048

[Signature]

Regional Director

[Signature]

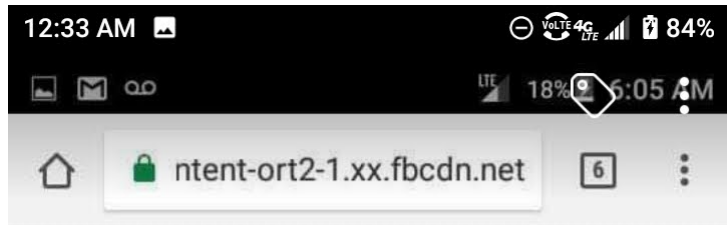
Date

[Signature]

Director, Los Angeles Campus

[Signature]

Date



FINAL GRADE, EVALUATION AND TRANSCRIPT

Crystal Lux 09/29/03 07/09/04 720
 Student Name Start Date Graduation Date Total Clock Hours
 Course Title: **Paralegal**

Subject	Clock Hours	Credit Hours	Date	Grade	Score	Academic Progress (Yes/No)
Introduction to Computers	20	0.67	10/03/03	B	80	Yes
Microsoft Word	40	1.33	10/17/03	B	87	Yes
Word Processing for the Law Office	20	0.66	03/11/04	B	80	Yes
Internet	20	0.67	06/17/04	A	100	Yes
Administrative Law	20	0.66	02/03/04	B	88	Yes
Bankruptcy Law	40	1.33	05/19/04	B	80	Yes
Business Law & Ethics	20	0.67	01/05/04	A	95	Yes
Civil Litigation	40	1.34	05/05/04	B	80	Yes
Civil Procedures	20	0.67	07/18/04	B	84	Yes
Contract Law	40	1.33	12/02/03	B	82	Yes
Criminal Law	40	1.33	07/31/03	A	92	Yes
Family Law	60	2.0	06/10/04	A	90	Yes
Labor Law	20	0.67	02/10/04	A	93	Yes
Law & Evidence	20	0.67	11/07/03	C	76	Yes
Legal Office Procedures	60	2.0	01/27/04	A	100	Yes
Legal Research	80	2.67	04/23/04	A	95	Yes
Legal Terminology	40	1.33	03/24/04	C	77	Yes
Property Law	40	1.33	07/01/04	A	92	Yes
Torts(Personal Injury, Workers Comp.)	40	1.33	03/03/04	B	80	Yes
Wills, Trusts & Estate Administration	20	0.67	11/14/03	C	71	Yes
Employment Preparation	20	0.67	07/09/04	A	95	Yes

SATISFACTORY PROGRESS:

25% 12/02/03 "B" - 81.3%
 50% 03/03/04 "B" - 85.7%
 Graduation 07/09/04
 Final Grade "B" - 86.5%

ATTENDANCE RECORD: ☐ GOOD ☐ AVERAGE ☒ POOR
 Special Skills: _____

WORK HABIT: ☐ GOOD ☒ AVERAGE ☐ POOR
 ATTITUDE: ☐ GOOD ☒ AVERAGE ☐ POOR
 RESPONSIBILITY: ☐ GOOD ☒ AVERAGE ☐ POOR

Excused Absence: 28 Unexcused Absence: 0 Awards: Certificate of Completion
 Date: 7.9.04

Education Director Signature: Crystal Parker Lux

AUG 24, 2020

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